

# THE TOWN OF GRANBY CONNECTICUT INVITES CANDIDATES TO APPLY FOR



## DIRECTOR OF LIBRARY SERVICES



Municipal Complex:  
Town Hall, Library, Police,  
Senior Center, Board of Education

### **Great Opportunity for Director of Library Services**

#### **Profile information:**

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#### **About Granby**

The Town of Granby was incorporated in 1786 from Simsbury and covers 40.7 square miles on Connecticut's north central border with Massachusetts. Primarily a rural residential community, Granby is home for many who work in Greater Hartford's financial and insurance corporate headquarters and industries. Located 13.6 miles north of Hartford, the town is bordered on the east by the towns of Suffield and East Granby, on the south by Simsbury and Canton, and to the west by the towns of Barkhamsted and Hartland. Granby's 2011 estimated population is 11,285.

#### **Form of Government**

Granby is governed by Charter, last revised in November of 2002, and operates under a Selectmen/Town Manager form of government established in 1960. A five member Board of Selectmen serves as the town's legislative body and an appointed Town Manager serves as the town's Chief Executive. The Town Manager is directly responsible to the Board of Selectmen for planning, organizing, and directing the activities of all municipal departments and agencies under the Town Manager's jurisdiction. The Town Manager

appoints municipal employees including the Department Heads, prepares and administers Town Budgets and the financing of Town Operating and Capital Improvement Funds; recommends to the Board of Selectmen such measures or actions which appear necessary or desirable; recommends municipal ordinances and regulations and implements policies established by the Selectmen.

#### **Library Services**

Two libraries serve Granby residents: The Granby Public Library, located in the municipal complex, and F.H. Cossitt Library branch in North Granby. Our libraries are a community crossroads where all generations meet to freely exchange ideas and information, where technology and resources support the search for knowledge, where services and collections enrich the lives of residents, and where the library strives to be a leader in cooperation with other town services, schools, business and organizations. Staffing consists of: Director Library Services, Assistant Director, Children's Librarian, Head of Circulation, part-time Branch Librarian and 11 part-time staff. The Granby

Library Board serves as a resource to the Director, Town Manager and Board of Selectmen and, reviews, approves policies and makes recommendations for services. The Board is presently working on a revision of the library long range plan. Three library support groups provide funds for special programs and materials. Library volunteers provide more than 1,000 hours of assistance each year.

#### **Position Summary**

Under the general direction of the Town Manager plans, organizes, and supervises the overall operation of the Granby Public Library and Cossitt Library Branch. Implements and develops policies and procedures and oversees the provision of library services to patrons and community organizations.

#### **Examples of Duties**

- Supervises and trains library staff and volunteers
- Directs development, maintenance and review of library collection
- Prepares and administers budget and grants
- Develops department policies and procedures
- Oversees maintenance of library facilities
- Serves as key liaison with Granby Library Board and community groups

### **Characteristics of the Ideal Candidate**

- Comprehensive knowledge of current trends and developments in library service and technology and a vision for the future.
- Experience in personnel management and team-building.
- Ability to work effectively with library patrons and willingness to be involved in the community.
- Capability to maintain strong relationships with library support groups and community organizations and businesses.
- Communication skills, including policy, grant and report-writing and public relations.
- Understanding the budget preparation process and management of funds.

### **Challenges and Opportunities**

- Integrate new technologies and trends in fast-changing library environment.
- Develop services, such as increased hours and staff, balanced with available budget and resources.
- Work to meet the needs of the branch library and other community agencies.
- Provide opportunities for staff development and training at all levels.
- Manage the present facility to accommodate patron, collection and technology needs. Planning for future expansion or renovation that meets state standards and identified community expectations for additional services, hours, materials and space.
- Pursuit of regional cooperative library efforts.

### **Qualifications**

A Master of Library Science degree and five years of increasingly responsible professional library experience, including three years in a supervisory position in a public library; OR an equivalent combination of education, work experience and training.

**Special Requirements:** Valid Motor Vehicle Operators License

### **Compensation and Application Process**

Salary range for this position is \$72,573 - \$88,296

For more information see the Town of Granby web site:

[www.granby-ct.gov](http://www.granby-ct.gov)

Granby is an EOE/AA/Equal Access Employer

**Please complete application (found on web site) and send with resume by Friday, December 9, 2011 prior to 12:30 p.m.**

**Submit Application Package to:  
Town of Granby  
Town Manager's Office  
15 North Granby Road  
Granby, CT 06035**

**For more information contact Ms. KerryAnn Kielbasa,  
Director of Human Services  
Email to: [kkielbasa@granby-ct.gov](mailto:kkielbasa@granby-ct.gov)  
Call: 860-844-5351**

